

INSTRUCTION SHEET

2. Paragraph 2 has been revised to extend the coverage of the handbook, and Exhibit A to correct arithmetical errors.

DISTRIBUTION: AB

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JOB NO. _____
IN CLASS/ [REDACTED]
NEXT REV DATE 09 27/12/79
NO. PGS 7 CREDIT 3 ON 38 38
REV CLASS C REV CODED

79-00065A000200120061-9

[illegible]

TENTATIVE HANDBOOK

11 August 1955

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Rescission: Tentative dated 25 July 1955

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- a. To provide control over projects and other Agency activity approvals so that no project or activity will use Agency resources (appropriated funds or property from inventories) in excess of the amount approved under the Agency approval system.
- b. To provide the Office of Logistics with initial allotments at the beginning of each fiscal year as a source for financing procurement needs based upon replenishment requirements and authorized increases in stock levels within major categories.

This procedure will apply to all property budgeted for by individual using components and requisitioned from the Office of Logistics, beginning with fiscal year 1956. This includes:

- a. All expendable and nonexpendable property charged to cost at time of issue other than common administrative items obtained from building supply offices at headquarters,
- b. All nonexpendable nonstandard and operational property recorded as "Property in Use" issued to headquarters components and [] field installations budgeted for by the using components and requisitioned from the Office of Logistics either directly or through the building supply offices, and
- c. All expendable and nonexpendable common administrative items of property budgeted for by using components issued [] field installations based upon requisitions to the Office of Logistics.

This procedure will not apply to expendable and nonexpendable common administrative items of property budgeted for by the Office of Logistics and issued to Agency components through building supply offices.

a. AGENCY COMPONENTS

- (1) Budget and Fiscal Officer

- (a) Request the Budget Division, Office of the Comptroller, based upon project and activity approval, for property authorization and any necessary adjustments thereto.

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(b) Maintain the allotment and property authorization control record and prepare and submit a Summary Obligation and Property Requisitions Report to the Finance Division at the end of each month for inclusion in the official accounting records of the Agency.

(2) Logistics Officer

Price all requisitions and furnish a priced copy of each requisition to the Budget and Fiscal Officer for his use.

b. OFFICE OF LOGISTICS

(1) Assist the allottee Logistics Officer in estimating prices on requisitions not covered in Agency catalogs and supplements.

(2) Fill requisitions for property only when the requisitions include a certification that property authorization is available, as required by subparagraph 4b(2)(b), below.

c. OFFICE OF THE COMPTROLLER

(1) Budget Division

(a) Issue Advices of Allotment Authorizations for each project or activity within the total amount approved for the project or activity by the approving authority.

(b) Make adjustments between allotments and property authorizations as required by project or activity operations; subject, however, to the amount of the project or activity approval, any specific limitations set forth in such approval, and total availability of fiscal year funds.

(2) Finance Division

Issue Allotment and Property Status Reports and supporting detail schedules.

4. PROCEDURES, RECORDS AND REPORTS

a. GENERAL

(1) An Allotment and Property Authorization Control Record, Form No. 619, is provided for the allottee for the purpose of currently showing the status of allotments and property authorizations, to ensure, insofar as possible, against the incurring of deficiencies.

(2) The allottee shall maintain on the prescribed form, in addition to allotment information required by [] or other similar allotment control procedures, a record of each authorization which will reflect: (a) the amount of the property authorization, (b) the amount of the accumulated requisitions to Logistics, (c) the amount of accumulated property issues and, (d) the unused balance of the property authorization. He shall also periodically review the balance of unfilled requisitions (cumulative requisitions less cumulative property issues) to determine that they are accurate and currently appropriate.

b. OPERATION OF ALLOTMENT AND PROPERTY AUTHORIZATION CONTROL RECORD

(1) The Allotment and Property Authorization Control Record is established for the purpose of assuring that the obligations and requisitions do not exceed the amount allotted or authorized. A separate control record shall be established for each separate allotment of funds or property authorization, as evidenced by Advice of Allotment Authorization.

(2) (a) Requisitions shall be priced by the Logistics Officer of the requisitioning office and shall be forwarded to the Budget and Fiscal Officer of the component whose cost symbol will be charged for the property.

(b) The Budget and Fiscal Officer of the component whose cost symbol will be charged for the property requisitioned shall record the estimated amount of the requisitions in the control record and, through

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the use of a rubber stamp, certify to availability of authorization before release to the Office of Logistics. The rubber stamp will provide spaces for the requisition number, cost symbol, and signature of the authorizing officer. The stamp format is prescribed below and each allottee shall obtain sufficient rubber stamps for use in his activity:

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"I certify that property authorization is available:

Requisition No. _____

Charge Cost Symbol No. _____

AUTHORIZING OFFICER"

- (c) The detailed IBM listing of current month's issues supporting the Property Status Report shall be the basis for entries to the Property Issues column of Exhibit A (column k) and any necessary adjustments in the Property Requisitions to Logistics of Exhibit A (column j). All entries and adjustments to the Property Requisitions to Logistics column of Exhibit A will be reflected in the Unused Balance of Authorizations column of Exhibit A (column l).
- (d) The amounts of allotment and property authorization shown on Advice of Allotment Authorizations received shall be recorded in the Allotment and Authorization Received column (column f) of the control record. The amount of the allotment recorded in column f shall be extended to the Unobligated Balance of Allotment column (column i) and the amount of property authorization to the Unused Balance of Authorization column (column l). These entries are illustrated on Exhibit A, attached.

c. REPORTS

- (1) Summary Obligation and Property Requisition Report, Form No. 732. (Exhibit B)

In addition to information required by _____ or similar allotment control procedures relating to allotments, the allottee shall furnish to the Finance Division, Office of the Comptroller, as of the end of each month, by allotment account number, the cumulative amount of property requisitions to Logistics. Form No. 732 (Exhibit B) shall be used for this purpose and transmitted so as to reach the Accounts Branch of the Finance Division not later than the third working day after the end of each month.

- (a) Supplies of Form 732, printed on hectograph masters, are being furnished allottees, who shall fill in constant information, such as identification of the allottee component, allotment symbols and crypto or activity identification. Sufficient copies will then be reproduced to meet reporting requirements.
- (b) Each allottee shall normally use Form 732 exactly as furnished. In the event, however, that modification to meet additional internal reporting requirements is desirable and simplifies such reporting, allottees may modify the form and reproduce it as required. Two copies of each modified form shall be furnished the Forms Management Branch, Management Staff, and the Technical Accounting Staff, Office of the Comptroller when reproduction has been completed.
- (2) Allotment and Property Authorization Status Report
 - (a) This tabulating machine report shall be distributed monthly by the Finance Division, Office of the Comptroller, and shall reflect the current status of each allotment and property authorization and the overall status of the project or activity. The format of the report is illustrated in Exhibit C, attached.

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Approved For Release 2002/07/12 : CIA-RDP79-00065A000200120061-9

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SUMMARY OBLIGATION AND PROPERTY REQUISITION REPORT		REPORT NO.	PAGE NO.
		FOR PERIOD ENDED	
TO : FINANCE DIVISION, ACCOUNTS BRANCH			
FROM: (Office or Division)			
ALLOTMENT SYMBOL	CRYPTO OR ACTIVITY	TOTAL CUMULATIVE OBLIGATIONS TO DATE	TOTAL CUMULATIVE REQUISITIONS TO DATE
			V X 1
APPROVED			
DATE	BY (Signature)		

FORM NO. 732
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FY 1954	EXP.-ISSUES	UNLIQ. OBL.-REQ.	TOT. OBL.-REQ.	ALLOT. & AUTH.	UNOBL. BALANCES
111111111F	500.00	2,500.00	3,000.00	4,000.00	1,000.00
111111111P	8,500.00 - 9,000.00	1,000.00	10,000.00	15,000.00	5,000.00
	9,500.00 *	3,500.00 *	13,000.00 *	19,000.00 *	6,000.00
111111112F	530.00	470.00	1,000.00	5,000.00	4,000.00
111111112P	800.00	3,200.00	4,000.00	8,000.00	4,000.00
	1,330.00 *	3,670.00 *	5,000.00 *	13,000.00 *	8,000.00
111111113F	650.00	350.00	1,000.00	5,000.00	4,000.00
111111113P	890.50		890.50	1,000.00	109.50
	1,540.50 *	350.00 *	1,890.50 *	6,000.00 *	4,109.50
111111114F	2,500.00	1,500.00	4,000.00	9,000.00	5,000.00
	2,500.00 *	1,500.00 *	4,000.00 *	9,000.00 *	5,000.00
111111115P	6,500.00	86,500.00	93,000.00	100,000.00	7,000.00
	6,500.00 *	86,500.00 *	93,000.00 *	100,000.00 *	7,000.00
111111117F	360.50	139.50	500.00	800.00	300.00
111111117P	850.00	50.00	900.00	2,500.00	1,600.00
	1,210.50 *	189.50 *	1,400.00 *	3,300.00 *	1,900.00

EXHIBIT C

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